NOTES:

Contact Information

FOR MORE INFORMATION PLEASE CONTACT

Palm Beach County Planning, Zoning & Building Department
2300 North Jog Road,
West Palm Beach, Florida 33411

Phone: 561-233-5200
Fax: 561-233-5165
Email: pzbmain@pbgov.org

Special Permit Application Process

<table>
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<tr>
<th>Department</th>
<th>Obtain Info for</th>
<th>Contact Info</th>
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<tr>
<td>Zoning Division</td>
<td>• Initiate Special Permit application process.</td>
<td>561: 233-5200 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a></td>
</tr>
<tr>
<td>Building Division</td>
<td>• Initiate Building Permit application • Electrical Permits • Inspections</td>
<td>561: 233-5100 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a></td>
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<tr>
<td>Fire / Rescue Department</td>
<td>• Initiate Permit application • Electrical Permits • Inspections</td>
<td>561: 233-0050 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a></td>
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<tr>
<td>Code Enforcement Division</td>
<td>• Verify any past Non-Compliant history</td>
<td>561: 233-5500 Email Questions to: <a href="mailto:pzbmain@pbgov.org">pzbmain@pbgov.org</a></td>
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Established procedures to create standards and an approval process for certain uses, which are generally temporary in nature, but require monitoring for compliance with Code requirements to ensure compatibility with surrounding land uses. Only uses identified in the Use Matrix shall require a special permit. The applicant shall provide proof of a Business Tax Receipt and all permits must be posted on the site prior to commencement of operation.

**Special Permit Information**

Below are examples of different types of Special Permits, but not limited to the following:
- Special Event
- Accessory Alcohol Sales
- Accessory Dwelling
- Mobile Home Accessory to a Bona Fide Agriculture Use
- Mobile Home Real Estate and Management Office
- Nursery, Wholesale Produce Stand
- Produce Stand
- Real Estate Sales Model
- Retail Sales, Mobile
- Retail Sales, Temporary Sparklers
- Retail Sales, Temporary
- Security or Caretaker
- Security or Caretaker Quarters
- Temporary Sign, Balloon Type
- Temporary Sign, Grand Opening
- Temporary Non-Residential Development Sign
- Temporary Residential Development Sign
- Temporary Tent
- Vehicle Sales and Rental, Temporary Sale
- Watchman Trailer (Mobile Home)
- **ZONING REQUIREMENTS**

The following are common requirements that must be met by all Special Permit Applicants.

- Zoning Division staff requires a minimum of 15 working days to review most applications for completeness and consistency with all pertinent ULDC regulations.
- No Special Permit shall be issued until all fees have been paid and agencies sign off.
- All Special Permits shall be renewed in accordance with the applicable permit type. Renewal fees are in accordance with the Department Fee Schedule.
- **Liability Insurance** in the amount of $500,000 dollars per occurrence with Palm Beach County Board of County Commissioners as additionally insured.

**Submittal Documents**

The following standards shall apply to all special permits:
- **General Application (Form #93)**
- **Notarized Affidavit of Completeness and Accuracy (Form #3)**
- **Notarized Consent (Form #2)**
- Applicant must locate all items relating to specific event on Site Plan.
- Applicant must indicate all patron parking areas.
- Graphic of subject property depicting all relevant site elements showing location of temporary sale. (Setbacks: Front, Rear, Side Corner and Side Interior)
- **Copy of Warranty Deed** (Recorded copy from the County Courthouse).
- **Property Owner’s Consent and Authorization**
Owner consent gives authorization for the agent to apply for a special Permit on behalf of the owner for that particular parcel of land.
- **Justification of Request** (Mobile vendor, temporary outdoor retail sales, stand for the sale of agricultural products, temporary balloon type sign and temporary amusement/special events, all require liability insurance coverage). The insurance must be for the correct limits as specified on the ULDC the additionally insured or certificates holder must be Palm Beach County Board of County Commissioners).
- **Liability Insurance** in the amount of $500,000 dollars per occurrence with Palm Beach County Board of County Commissioners as additionally insured.

**Review of Application**

The following are common requirements that must be met by all Special Permit Applicants.

- **FIRE, BUILDING & CODE ENFORCEMENT**

- **BUILDING DEPARTMENT PERMITS (RM 1E-21)**
  Brad Brown, Assistant Deputy of Large Projects or Joe Rosselet, Construction Plans Examiner III - 561-233-5108

- **FIRE RESCUE (RM 1E-40)**
  Walter Lenhart, Staff Captain or Robin Parker, Secretary - 561-233-0050